

Administrative Permit: Fence Height, Tennis Court Fencing & Gate Superstructure			
EFFECTIVE 9/15/2013		FEES*	INITIAL DEPOSIT*
PDS PLANNING			\$1,915
ENVIRONMENTAL			
PDS REVIEW TEAMS			
STORMWATER			
DEH	SEPTIC/WELL		
	SEWER		
PDS TRAILS REVIEW			
VIOLATION FEE (<i>not included in total</i>)		\$500	
INITIAL DEPOSIT & FEE TOTAL \$1,915			

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost. Forms are available at: <http://www.sdcountry.ca.gov/pds/zoning/ZoningNumeric.html>, or the links below.

Please follow all notes and instructions carefully to avoid delays in processing.

PART A:

Each item below must be printed on paper, completed and have all required signatures.

- Plot Plans and Elevations: **EIGHT (8)** copies (*see Note 2*).
 - If in the Alpine Community Planning Group area: **NINE (9)** copies.
 - If in the (USD RIP) River Way Specific Plan area: **TEN (10)** copies.
- Public Notice Package (see [PDS-516](#) for specific requirements): **ONE (1)** copy.
- [126 Acknowledgement of Filing Fees and Deposits](#): **ONE (1)** copy (*see Note 1*).
- [305 Ownership Disclosure](#): **ONE (1)** copy.
- [320 Evidence of Legal Parcel](#) (and any Deeds): **ONE (1)** copy.
- [346 Discretionary Permit Application](#): **ONE (1)** copy (*see Note 1*).
- [346S Supplemental Application](#): **ONE (1)** copy (*see Note 3*).
- [514 Public Notice Certification](#): **ONE (1)** copy.
- [524 Notice To Property Owners](#): **ONE (1)** copy.

PART B:

All items below are for your information. Please do not bring in these items.

- [090 Minimum Plot Plan Information](#)
- [209 Defense and Indemnification Agreement FAQs](#)
- [220 Applicant's Guide to Administrative Permit for Gates, Fences and Walls](#)
- [515 Public Notice Procedure](#)
- [516 Public Notice Applicant's Guide](#)
- [906 Signature Requirements](#)
- [Policy G-3: Determination of Legal Parcel](#)

NOTES:

1. **IMPORTANT:**

A Registered Property Owner **MUST SUBMIT** a **Signed Letter of Authorization** for an Agent if; An Authorized Agent signs the PDS-346 form and is not the registered owner of the parcel.

Or, the parcel is owned by two or more registered owners.
Or, not all of the registered owners are signing the PDS-346 form.
Or, the Authorized Agent is not the Financially Responsible Party.
Or, the parcel is owned by a Corporation.

ADDITIONALLY:

Financially Responsible Party **MUST SIGN** form PDS-126.

Financially Responsible Party **INFORMATION MUST MATCH EXACTLY** on form PDS-126

Authorized Agent **may sign** form PDS-346 **ONLY IF ATTACHED** to a **Signed Letter of Authorization.**

2. Plot Plans and Elevation Drawings are to be stapled together in sets and folded to 8½" x 11" with the lower right-hand corner exposed.
3. Be as detailed as possible in describing the proposed use on form PDS-346S. Include all aspects of your request. For example, if you intend to place lighting or decorative work on fence posts or the gate entry structure, please describe. Indicate if gates will be electrically or manually operated and in which direction they will open.
4. **DPW DEPOSIT:** Do not collect but advise applicant that the deposit may be necessary, after a field visit by the planner, if there is any access or safe sight distance issues.
5. **PDS-319 (Notice of Permit Application)** Give to applicant at intake for posting.
6. Project goes to local Community Planning Group and/or Design Review Board for recommendation.
7. **PDS-524 (Notice To Property Owners)** shall be given to all property owners (and in some instances residents) within a distance of 300' (300 feet) from the parcel boundaries (and a minimum of 20 different owners). **NOTE:** For gates proposed across a private road easement, the notice must also be sent to all property owners with access rights to the private road, even if their property is beyond the 300 foot noticing radius.
8. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.
9. Your application package must be complete when you bring it in for submittal. The submittal process begins at the main "Check-In" counter on the first floor.
10. **Office Location and Hours:**
5510 Overland Avenue, Suite 110 (First Floor), San Diego, CA 92123.
Monday - Friday: 8:00 a.m. to 11:45 a.m. and 12:30 p.m. to 4:00 p.m. (Except County Holidays).